

FCLL - Facility Caseload List

This screen displays a list of open facilities and referrals for a particular worker. The worker will be able to see facilities and referrals that are assigned to them, shared with them, if read-only access has been granted to them and if a facility or referral has been secured.

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CAFSFCLL                                FACILITY CASELOAD LIST                02/26/2007    17:16
USER ID : CB4142                                PAGE NO:    1

DISPLAY F=FACILITIES,R=REPORTS:  F                VIEWING CASELOAD OF USER: CB4142
DISPLAY A=ACTIVE OR B=BOTH(ACTIVE & INACTIVE):  A  FACILITIES OF THE ABOVE USER
TO SELECT, ENTER S=SELECT, R=RELEASE OR T=TRANSFER  DISPLAY VALUES:    -

      REPORT/              ASGN      ACTIVE LICENSES      RPT/ ALRT
SEL  FACILITY      NAME              TYP----- CODE/STAT -----FACL  IND
-
0006138 001 BOHNS RICHARD AND CAROLI A  YFH REG                                F
-
0010295 001 CONNORS TOM AND JANEICE  A  YFH REG                                F
-
0006704 001 DILLON RICK AND YVONNE   A  YFH REG                                F
-
0006825 001 FARLEY RUSS AND MARY ELL  A  YFH REG                                F
-
0005011 001 GRACELAND                 A  YFH PEN                                F
-
0007117 001 GUSTOVSON OLE AND ANNA    A  YFH REG                                F
-
0007115 001 HARWOOD FELIX AND CAROL   A  YFH REG                                F
-
0007118 001 HOLLOWAY DONALD AND JEAN  A  YFH REG                                F
-
0006082 001 JUAREZ RODNEY AND INEZ      A  YFH REG                                F
-
0007109 001 MAHONEY SEAN AND SUSANNE  A  YFH REG                                F
-
0007113 001 NELSEN WAYNE AND JOYCE     A  YFH REG                                F
-
0007475 001 OAKS DONALD AND LEE ANN    A  YFH REG                                F
-
0007123 001 ROSENBERG RICHARD AND KA    A  YFH REG                                F
-
0008158 001 RUNNING CRANE URSULA      A  YFH REG                                F

TO VIEW REPORTS, DISPLAY USING (R); CHANGE STARTING VALUE FOR MORE FACILITIES

                                PATH:
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Field Descriptions (F12) indicates code lookup is available.

DISPLAY F=FACILITIES, R=REPORTS

This field will default to "F" so only facilities will be displayed. Enter an "R" if you wish to view only reports.

VIEWING CASELOAD OF USER

This field will default to the C number of the worker who is logged in to the system. You can enter the C number of another worker to view their caseload. *In order to view the caseload of another worker, you must be in the same county and have the same supervisor. Supervisors and Regional Administrators can view the caseload list of any worker in their county and/or region.*

DISPLAY A=ACTIVE OR B=BOTH

This field will default to "A" (active) which indicates facilities with an active license (or licenses) will be displayed. Enter a "B" (both) and facilities with both active and inactive licenses will be displayed.

DISPLAY VALUES

Enter the first letter or number for the facility name for quicker access to that facility on FCLL.

SEL

On the select line, enter “S” if you want to select a facility or report to access additional details, “R” if you want to release shared or read-only access to a facility or report, or “T” if you want to transfer a facility or report to another worker.

REPORT/FACILITY

This field will display the provider number for a facility and the report number for a report.

NAME

This field will display the name of the facility (ID=provider number) or the name of the report (ID=report number.)

ASGN TYPE

This field will display the type of assignment/access you have for a facility or report. “A” = assigned, “S” = shared, “R” = read-only, “P” = secured. Read-only records will also be highlighted in pink.

ACTIVE LICENSES CODE/STAT (F12)

This field will display up to three (3) active licenses and the current license status code for those licenses for the listed facility.

RPT/FACL

This field will display a “R” if this is a report or an “F” if this is a facility.

ALRT IND

This field will display a “Y” if there are alerts related to the facility or report on the ALER (Alerts) screen.

Additional Information

You can only release facilities and reports that you have shared or read-only access to. In order to remove an assigned facility from your caseload list, they must be transferred to another worker or closed on the FACD (Facility Detail) screen. In order to remove an assigned report from your caseload list, it must be transferred to another worker or closed on the RRD1 (Report/Request Detail 1) screen.

If you type an “R” to release a facility or report from being secured, it will only release the secure but will not remove the facility or report from your caseload list.

When a facility or report has been released, it will continue to display on your caseload list until the next day.

You can select multiple facilities and/or reports with a "T" to transfer. You will be taken to the AXED (Assignments/Transfers Detail) screen and you can enter the C number of the worker you are transferring each detail to.

If you select a facility or report with an "S" you will be taken to the FACD (Facility Detail) screen for a facility and the RRD1 (Report/Request Detail 1) screen for a report.